



## JOB DESCRIPTION

Title: **ADMINISTRATIVE SECRETARY**  
Department: City-Wide  
Class Code: 6645  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1990 (Rev. 07/2006)  
Grade Number: 14

### GENERAL PURPOSE

Under general supervision from an administrative manager performs a variety of complex and confidential secretarial, administrative, and supervisory duties in a city department.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- \*-- Provides administrative support for the department head; trains and supervises two or more office/clerical staff in department, to include hiring recommendations, determining workload and delegating assignments, monitoring and evaluating performance and initiating corrective or disciplinary actions to include termination.
- \*-- Takes and transcribes technical dictation; composes and types a variety of documents using independent judgment to arrange and expand the text.
- \*-- Compiles, types and maintains departmental records, including payroll; assists with budget preparation; purchases office supplies and equipment.
- \*-- Answers the telephone; greets and screens callers; directs callers to appropriate staff members; responds to questions and provides information to the general public.
- \*-- Schedules staff members' appointments, particularly department/division heads; deals with confidential meetings, minutes, and situations.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a college with an Associate's Degree in Secretarial Science and four (4) years of related secretarial/administrative experience, to include one (1) year supervisory and six (6) months experience in word processing using Microsoft Word or WordPerfect/Windows or IBM System AS400, OR any equivalent combination of education and experience.

### Special Requirements

- None.

### Necessary Knowledge, Skills and Abilities

- Thorough knowledge of modern office practices and procedures; thorough knowledge of filing; considerable knowledge of business English and math, spelling, punctuation, vocabulary; thorough knowledge of the specific functions of the office.
- Skill in the operation of a variety of office machines, including mainframe workstation and PC computer.
- Ability to relate well with co-workers, supervisors, public officials, other employees and the general public. Must be able to provide leadership, supervision, direction to subordinates, establish priorities, organize assignments and assign tasks.
- Ability to perform a variety of secretarial/administrative work; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

## **TOOLS & EQUIPMENT**

- Personal computer including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.